

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CITY OF NATCHITOCHES ---- PARISH OF NATCHITOCHES**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CITY OF NATCHITOCHEs ---- PARISH OF NATCHITOCHEs

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER \*  
FIREFIGHTER FIRST CLASS \*\*  
FIRE DRIVER \*\*  
FIRE CAPTAIN \*\*  
ASSISTANT FIRE CHIEF \*\*  
FIRE CHIEF \*

##### LINE SUPPORT CLASSES

FIRE TRAINING AND SAFETY OFFICER \*  
CHIEF OF FIRE PREVENTION \*

SECRETARY TO THE FIRE CHIEF \*

#### POLICE SERVICE

##### LINE CLASSES

POLICE OFFICER \*  
POLICE CORPORAL \*\*  
POLICE SERGEANT \*\*  
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CHIEF OF POLICE \*

##### LINE SUPPORT CLASSES

COMMUNICATIONS OFFICER \*  
COMMUNICATIONS SUPERVISOR\*

SECRETARY TO THE POLICE CHIEF \*

DEPARTMENTAL RECORDS CLERK \*  
SUPERVISOR OF DEPARTMENTAL RECORDS \*\*

\*Competitive class

\*\*Promotional class

NT Index

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10-26-22

# **FIRE SERVICE**

## **FIREFIGHTER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

The class of Firefighter comprises entrance level positions in the firefighting division of fire department operations. Employees of this class primarily receive training for tasks such as controlling and extinguishing fires, performing rescue work, and maintaining fire department equipment, building, and grounds. Such training may consist of formal classroom study and/or drill sessions, as well as closely supervised on-the-job experience. Employees of this class are supervised by the duty captain and this class ranks directly below that of Firefighter First Class.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work.

Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines, ventilating buildings, and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.

Administers first aid to victims of fire and accident either on the scene of an emergency or en route to the hospital.

Cleans, dries, inspects, and properly secures any assigned firefighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, or related duties.

Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the location of fire plugs or water lines, interpreting or enforcing fire laws, ordinances, and regulations, and related duties.

Performs related duties as assigned.

## QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Must not be less than eighteen (18) years of age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Firefighter NT

Original Adoption: 02-15-62

Revision Dates: 12 08 72, 01 04 74, 08 08 75, 12 27 82, 11-30-94, 11-02-00, 03-26-14,  
05-05-17, 04-27-18

# FIREFIGHTER FIRST CLASS

(Promotional Class)

## **DISTINGUISHING FEATURES OF WORK**

This is skilled firefighting work in combating, extinguishing, and preventing fires, in answering emergency calls, and in the operation and maintenance of fire department equipment, apparatus, and quarters.

Work involves training for and participating in the duties of protecting life and property through performing firefighting and rescue activities, usually under close supervision. Employees of this class are required to learn and participate in the operation of apparatus and the performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as smoke and cramped surroundings. Although firefighting and rescue work are the most difficult and responsible areas of work, the major portion of time is spent drilling and studying methods, techniques, and organizations, and in routine duties in the care and maintenance of fire department property and equipment. Specific orders and directions are given by superior officers, but the work required initiative and a thorough individual understanding of firefighting methods.

## **ILLUSTRATIVE EXAMPLES OF WORK**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Attends training courses; reads and studies assigned materials related to firefighting and prevention.

Responds to fire alarms with a company; operates pumps; lays and connects hose; holds nozzles and directs water streams; raises and climbs ladders; uses chemical extinguishers, bars, hooks, lines, and other equipment.

Ventilates burning buildings by opening windows and skylights or by chopping holes in roofs and floors; removes persons from danger; administers first aid to injured persons.

Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

Participates in fire drills and attends classes in firefighting and first aid.

Performs general maintenance work in the upkeep of fire department property; cleans and washes walls and floors; makes minor repairs to property and equipment; washes, hangs, and dries hose; washes, cleans, polishes, and tests apparatus.

Drives and operates motor driven equipment under special instructions and limited conditions.

Performs related work as required.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Must be a regular and permanent employee in the class of Firefighter immediately preceding closing date for application to the board.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license

Firefighter First Class NT
Original Adoption: 02-15-62
Revision Dates: 12-08-72, 08-08-75, 12-01-93, 11-30-94, 11-02-00, 05-05-17

# FIRE DRIVER

(Promotional Class)

## **DISTINGUISHING FEATURES OF WORK**

This is responsible and skilled firefighting work involving the operation of mechanical apparatus and equipment in the protection of life and property through the extinguishing of fires.

Work involves responsibility for the protection of life and property, prevention of fire hazards, and general duties related to the care and use of departmental equipment and property on an assigned duty tour. Employees of this class are responsible for driving assigned fire apparatus to and from the scene of fires and emergencies and for operating pumps and other mechanical equipment as required. Work usually is performed under the direction of a superior officer and is reviewed by observation.

## **ILLUSTRATIVE EXAMPLES OF WORK**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Drives assigned piece of firefighting apparatus to and from fires and operates its pumps and other mechanical equipment as required; ascertains that tools and equipment are on apparatus.

Cleans and services the assigned apparatus and maintains it in a condition of readiness; reports mechanical failures or difficulties to a superior; may assist departmental mechanic in making minor apparatus repairs.

Performs general firefighting duties as assigned and participates in company inspections.

Performs assigned housekeeping duties at a fire station in keeping sleeping and living quarters clean.

Attends fire training sessions to receive instruction in all aspects of firefighting.

Performs related work as required.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Must be a regular and permanent employee in the class of Firefighter First Class immediately preceding closing date for application to the board.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license

Fire Driver NT
Original Adoption: 02-15-62
Revision Dates: 12-08-72. 08-08-75. 12-01-93. 11-30-94. 11-02-00, 05-05-17

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF WORK**

This is supervisory and skilled firefighting and fire prevention work on an assigned duty tour in supervising the activities of a fire company at the station and the scene of a fire.

Work involves responsibility for proper maintenance and operation of a fire station and firefighting equipment. Employees of this class perform a wide variety of firefighting and related duties, including inspection of assigned plant and equipment, personnel, and public and private buildings, supervising public assemblies, and training subordinates. Work involves physical exertion and an element of personal danger. Routine duties are performed with a degree of independence within established regulations but under the general direction of a superior officer.

Work is reviewed by observation of work in progress and of results obtained as well as inspection of quarters, equipment, and records.

## **ILLUSTRATIVE EXAMPLES OF WORK**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Responds to all fire alarms and emergency calls assigned to the company, selecting route for driver to follow to scene of fire; evaluates fire and directs driver either to lay hose line or proceed to fire.

Directs and assists in work of subordinates at scene of fire and at station unless command is assumed by a superior officer.

Inspects property at scene of fire to prevent re-ignition.

Inspects apparatus and equipment, grounds, and station to insure proper order and condition and that fire apparatus is at all times ready for use; stands floor watch as necessary.

Performs minor clerical work, such as making reports on fires and personnel absences, activities of the company, and the preparation of requisitions for supplies.

Prepares and conducts employee training courses, using lectures, practical performance, and demonstrations; tests methods of teaching.

Performs related duties as required.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be a regular and permanent employee in the class of Fire Driver immediately preceding closing date for application to the board.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation

Must possess a valid driver's license

Fire Captain NT
Original Adoption: 02-15-62
Revision Dates: 12-08-72, 12-01-93, 11-30-94, 11-02-00, 05-05-17

# ASSISTANT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and administrative positions, the primary duties of which are overseeing the activities and personnel of the department on an assigned shift. An employee of this class may be required to perform the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief is responsible for the production and maintenance of records of shift activities, for overseeing the care and maintenance of assigned equipment and vehicles, and for assisting in public relations and public fire education duties, in addition to assuming command at the scene of a fire or other emergency and directing operations until relieved by the Fire Chief. Employees of this class work with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all operations of the fire department on an assigned shift. Performs the duties of the Fire Chief in the absence of the Chief. Conducts inspections of the various services of the department, evaluates the effectiveness of these services, and takes appropriate action to improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards.

Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Assists in negotiating with firefighter's labor unions.

Supervises the preparation and maintenance of the records of the assigned shift by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping of records. Completes required records of shift activity.

Gives talks and demonstrations on fire prevention and related topics to school and civic groups. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the fire department or any related areas of emergency services.

Takes command at the scene of a fire or other emergency and directs operations until relieved by the Fire Chief. Performs size-up and supervises subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and providing emergency medical services. Personally, acts as part of the fire attack team. Oversees safety procedures. Handles emergencies involving hazardous materials. Maintains fire ground communications.

Supervises all subordinate employees on the assigned shift. Inspects appearance of personnel to insure compliance with departmental standards for safety and propriety. Assigns duty areas and work schedules. Evaluates the work performance of subordinates and provides assistance in technical areas of work. Provides on-the-job training for new employees. Resolves employee complaints and grievances and maintains discipline.

Assists the Fire Chief in providing for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet the needs. Personally, conducts classroom training and drills and evolutions.

Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of fires. Insures that the fire scene is secured to prevent damage or removal of evidence. Collects and labels evidence of suspected arson. Assists arson investigation personnel and testifies in court when required.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, and property. Inspects equipment, vehicles, and property following repairs to see that these were properly accomplished.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Must be a regular and permanent employee in the class of Fire Captain immediately preceding closing date for application to the board.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license

Assistant Fire Chief NT

Original Adoption: 02-15-62

Revision Dates: 03-24-92, 12-01-93, 11-30-94, 11-02-00, 05-05-17

# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief officer for the fire department and includes highly responsible administrative and supervisory duties in the areas of planning, organizing, and managing all functions, personnel, and property of the department. The Fire Chief develops and administers the departmental operating budget, performs public relations and public fire education duties, provides for employee training, and oversees the care and maintenance of all department equipment and property. The Fire Chief also takes command at the scenes of fires and other emergencies, directing firefighting, rescue, and related emergency activities, and provides for a program of fire prevention, including pre-fire planning, inspections, and investigations. The employee of this class works with a high degree of independence, reporting to and having work reviewed by the mayor of the city.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies and determines goals and objectives for the department. Organizes the department by creating a structure to provide fire protection services for the community. Reviews existing or proposed legislation, regulations, ordinances, and court rulings, or collects data for planning, and reviews departmental structure and operations considering the data to determine if changes are needed. Identifies target areas for improvement in productivity and develops and initiates programs to improve the quality and effectiveness of service.

Establishes a system of performance evaluations, setting performance standards and providing training for evaluators. Maintains promotional eligibility lists and recommends promotions in accordance with civil service law. Establishes and maintains a balance of meeting employee needs with meeting organizational goals.

Devises a risk management and safety program for the department and monitors the results of this program. Establishes and maintains a system of line inspections. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members.

Manages the operation of the general accounting system for the department to provide a financial record of department operations. Authorizes the expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget. Prepares a departmental operating budget. Purchases equipment and supplies for the department.

Establishes policy for, oversees, and utilizes a system of information management designed to organize and process information for use in the administration of the department. Compiles, organizes, and analyzes data needed and writes reports required to document the activity of the

department. Completes any records or forms required of the chief officer of the department. Writes letters in answer to written or oral requests or as required to address needs of the fire service. Writes public service announcements, news releases, or any other department statements for publication.

Promotes a positive public image of the work of the department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as department representative at any required meetings. Writes and delivers speeches on fire prevention and related fire department topics before school and civic groups. Serves as department representative to the news media. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services. Works with boards and agencies whose operations affect the fire department.

Supervises all subordinate employees of the fire department. Sets long term goals, reviews work to be done, and delegates assignments, monitoring and evaluating work performance. Reviews reports written by subordinates. Provides for on-the-job training. Adjusts work schedules and approves leave. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Provides for employee growth and career development and motivates employees. Maintains discipline.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides for outside instruction to meet any training needs for which programs are not available within the department. Serves as an instructor for formal classroom training provided as part of the department's program.

Oversees the general care, maintenance, and use of department equipment, vehicles, and property. Provides for a communications system for the department that includes a system for receiving calls and alarms and dispatching personnel, as well as for handling calls to and from the emergency scene and handling non-emergency calls.

Develops and implements an emergency management system; directs and controls fireground operations; and directs and monitors intermediate command staff. Directs the handling of emergencies involving hazardous materials. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness.

Directs a program of fire inspections and pre-fire planning. Directs a program of fire investigations to determine if fires occurring in the jurisdiction were the result of arson.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

#### **EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or other related curriculum and at least eight (8) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

#### **OR**

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least ten (10) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

#### **OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. **AND** must have at least fifteen (15) years of experience in full time fire service positions, at least five (5) years of which must

have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief NT

Original Adoption: 02-15-62

Revision Dates: 04-23-85, 03-24-92, 10-01-03, 08-06-14, 05-05-17, 04-27-18, 06-07-23

# FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

## GENERAL STATEMENT OF DUTIES

This class encompasses a highly responsible and specialized fire department position involving planning and implementing both training and safety programs for the fire department. The Fire Training and Safety Officer is responsible for conducting a training program designed to assist fire department employees in their professional development by developing and administering a comprehensive certification training program in order to ensure that fire department personnel are qualified to perform appropriate functions of the positions they hold. In addition, the employee of this class is responsible for maintaining and enforcing practices on the fireground or at the station, designed to allow for the safe operation concerning all aspects of fire service operations. The Fire Training and Safety Officer performs research for department training and safety functions and investigates accidents. The employee of this class works with almost no supervision, reporting to and having work reviewed by the Fire Chief.

## EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops a training program for the department, sees that such program is properly staffed and supplied with training resources. Prepares training material and coordinates and schedules training for all department employees as assigned by the fire chief. Administers and grades training tests. Evaluates the effectiveness of training to determine the need for additional training or for change in the training program. Conducts training classes, either in the classroom, at the drill field, or at the fire station, in the following areas: firefighting; fire attack; forcible entry; ventilation; fire streams; hydraulics; water supplies; extinguishers; salvage and overhaul; use of protective breathing apparatus; safety; or any other related subject assigned or required.

Coordinates safety activities of all departmental personnel including supervisors and evaluates the safety program of the department. Responds to fires and takes charge of all safety procedures. Maintains liaison with related organizations to assure information exchange and updated knowledge of safety program developments. Monitors and evaluates local conditions which may become fire or safety hazards. Investigates all accidents involving department equipment or personnel to evaluate extent of injuries, determine cause and make recommendations on procedure to avoid future accidents.

Keeps informed on local trends, modern firefighting methods and administrative practices, and new laws, regulations, and court rulings relating to fire department operations. Sets goals and objectives for and conducts inspections of the training and safety divisions. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Interviews prospective employees and makes recommendations for hiring. Prepares the budget for the training and safety division.

Compiles and organizes data needed for reports and writes letters or reports necessary to handle the needs of the division. Personally, completes all forms and records required and supervises the preparation and maintenance of records needed to document the activity of the training and safety division. Files records and reports as required.

Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Promotes goodwill through such publicity efforts as speeches, tours, and question/answer sessions about the operation of the fire department, or any related area of emergency service.

Supervises the general care and maintenance of assigned equipment and property, ordering and distributing supplies and equipment as needed. Personally, tests or directs the testing of all equipment of the department, assuring that all applicable standards are met, and that all repairs were properly accomplished.

Performs other related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by filing deadline for applications for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least five (5) years' experience with a full-time, paid fire department or three (3) years' experience in fire service training.

Fire Training and Safety Officer NT

Original Adoption: 06-12-02

Revision Dates: 03-26-14, 05-05-17, 04-27-18

# CHIEF OF FIRE PREVENTION

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative and supervisory position, the primary duties of which involve planning, organizing, training, and directing the fire prevention program of the department, including public fire education, fire inspection, and fire investigation. The Chief of Fire Prevention performs public relations duties, writes reports and correspondence, prepares and submits the division operating budget and occasionally supervises all assigned subordinate personnel. The incumbent of this class discusses work assignments in a general way with superiors, and reports to and has work reviewed by the Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation and sets goals and objectives for one fire department division as assigned. Prepares and submits a division operating budget. Recommends management policies, goals, and objectives for consideration by a superior officer. Assists in the overall control of the Fire Prevention Division, Fire Investigation Division, Fire Inspection Division, and Public Fire Education Division. Conducts research and oversees the planning for programs and activities of the division. Inspects division operations, evaluates the effectiveness, and takes appropriate action to correct or improve problem areas. Reviews incoming written communications for the division, making assignments to staff and writing comments and notes as necessary to route work to the appropriate person or location. Reviews incident reports written by suppression personnel to determine if action is needed. Holds formal meetings with groups of subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Assists in reviewing reports written by subordinates and monitoring work pace and progress to determine needed revisions, training, or assistance. Aids superior officers by discussing performance of subordinates and assisting subordinates in technical areas or work. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the jurisdiction improve ISO ratings. Assists in evaluating new laws, regulations, ordinances, and court rulings relating to fire prevention operations, and determines if changes in division policies and procedures are needed. Participates in conferences, conventions, and other educational meetings, and reads and studies current literature to keep informed on modern fire prevention methods and administrative practices. Assists in maintaining a reference library on inspection, investigation and public fire education topics.

Establishes a fire prevention education program by analyzing demographic data, incident reports, and injury information from hospitals; designing the appropriate method for presentation; and evaluating the effectiveness of the program. Develops support for the fire safety program within the community, involving business leaders in public education efforts. Helps determine what demonstrations and instructional materials should be distributed to the community. Writes speeches for assigned department members and volunteers, and delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organizations. Educates the public about

fire hazards and conditions, injury prevention, tenability, human behavior during fires, built-in fire protection, and fire dynamics. Provides information on firefighter personal protective equipment, gear, tools, and fire apparatus. Develops evacuation plans for schools, hotels, hospitals, or other buildings required to have such plans, manages fire drills, reviews evacuation plans, and instructs fire drill assistants. Oversees fire safety in public assembly occupancies at major events. Assists superiors to identify fire problems and selects fire safety program components and objectives to meet community needs.

Oversees interior and exterior inspections and manages the inspection of portable fire extinguishers, fire hydrants, and electrical hazards. Prepares for an inspection by reviewing previous reports, building plans, and occupancy codes. Enforces fire prevention codes by re-inspecting buildings where violations of fire codes occurred and, if necessary, issuing citations, assessing fines, serving court summonses or stop work orders for non-compliance. Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspection, and outlining conclusions and recommendations from findings. Contacts the owner/occupant upon arrival at the inspection site, obtains permission for the inspection, and provides a briefing detailing the inspection procedure. Collects information to be used in determining fire safety codes and compliance, including building dimensions, water sources, valves, the location of doors, windows, and fire escapes, disposal of debris, and housekeeping practices. Performs and supervises field sketch of an inspected building and takes and records photographs to document the conditions during the inspection. Discusses inspection findings with building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards. Oversees the issuance of tickets or towing of vehicles that are blocking fire hydrants or parked in fire zones. Prepares information and evidence from inspection for use in a court proceeding and testifies in court. Assists superior officer with receiving appeals for exemptions from provision of fire codes, analyzes the request, decides to grant or deny the appeal, and notifies the applicant of the decision on the appeal. Receives complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and processes the complaint following departmental procedures. Collects information and assists superior with the development of pre-fire plans based on information gathered during visits to businesses, schools, and other places of public assembly.

Investigates fire to determine whether it was a result of natural causes, carelessness, or arson, and completes a fire investigation report. Oversees and responds to all emergency calls for which the department is answerable in person. Restricts access to the fire scene by placing guards, ropes, barricades, or other markers to keep unauthorized persons away and to prevent removal, damage, or contamination of evidence. Conducts interviews with witnesses and firefighters regarding circumstances that may have been noted before or during the fire such as: the appearance, size and location; flame and smoke colors; odors and sounds; suspicious spectators; and building contents. Examines exterior and interior of fire structure including vehicle fires to notate the point of origin, direction of fire, and looks for indications of accelerant use. Searches for, identifies, and collects evidence using accepted collection procedures, and preserves any evidence. Creates diagrams and takes photographs of the interior and exterior of the building and keeps accurate records. Takes extensive notes concerning each phase of the investigation. Identifies the heat source and combustible material and determines the cause of the fire. Collects information concerning the burned building and its contents, its owners and occupants, possible

arson suspects, and interrogates suspects by asking questions and evaluating responses. Applies for, secures, and executes search warrants, signed consent forms from the owner or occupants, and arrest warrants. Acts as a liaison with law enforcement, other arson investigation agencies, and public prosecutor's office to exchange information to facilitate successful disposition of cases. Testifies in court.

Aids in writing and submitting public service announcements and news releases on fire safety using accepted procedures necessary for working with the news media. Serves as division representative to the news media and responds to questions from the public about the operation of the Fire Prevention Division. Receives and evaluates requests for release of fire prevention records following applicable laws and departmental policies. Personally, completes any forms and records assigned, in addition to fire inspection or investigation reports. Analyzes data needed and writes reports and letters to address needs of the division, using logical organization, correct grammar, and an accepted format for business correspondence. Conducts tours of the department facilities for school or civic groups and oversees scheduling of field trip to the fire department facilities. Acts as a consultant for volunteer fire departments in surrounding areas when required.

Tests any equipment which may be used in fire prevention work to make certain it is in proper working order. Oversees and evaluates division needs and recommends purchases of equipment for use in the department's fire prevention program. Maintains inventory of supplies and equipment for the department. Orders, distributes, and maintains inventory of supplies and equipment to department personnel as required for an assigned function.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least three (3) years of full-time work experience with a paid fire department or other fire service related organization(s), the primary duties of which included fire prevention.

Chief of Fire Prevention NT

Original Adoption: 01-10-19

Revision Dates:

# SECRETARY TO THE FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief prepares correspondence for the chief, receives and processes records and reports, maintains the chief's scheduled appointments, and acts as receptionist for the Fire Chief's office. The employee of this class prepares the department payroll records and assists the Fire Chief with purchasing and ordering of supplies. The Secretary to the Fire Chief performs routine duties independently with some supervision, reporting to and having work reviewed by the Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Acts as receptionist to visitors to the fire department, including answering the telephone, and directing visitors and callers to the appropriate individuals or offices. Schedules appointments and maintains calendar of events for the Chief's office. Places telephone calls as directed by the Fire Chief and handles routine questions and requests from callers and visitors following department procedures. Receives, reviews and processes the mail and other incoming materials in accordance with departmental procedures. Maintains a roster of department personnel. Develops new procedures for office functions when necessary.

Writes letters, replying to routine correspondence or requests addressed to the department following departmental procedures, or from oral or written directions. Compiles and organizes data and writes related reports. Types letters, statements, memos or any other assigned documents. Takes minutes and notes at assigned meetings. Assists in the preparation of news releases or any other type of official department statement for publication.

Receives and processes department records, reports, interdepartmental correspondence, and other materials in accordance with departmental procedures. Reviews records and reports for completeness, accuracy, and conformity to established procedures, correcting errors as needed. Enters routine information in department records, such as accounting or personnel records. Completes all forms or records as directed. Prepares payroll records. Maintains individual attendance records for payroll processing. Prepares time records on employees, and reports deviations in overtime to the Fire Chief.

Arranges filing system in hard copy files or computer database, and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, geographically, by subject matter or by code. Maintains records on the location of materials removed from files and traces missing files. Locates and retrieves information or documents from hard copy or computer files. Periodically inspects filing system, revising when necessary, and disposes of obsolete files and

records in accordance with established retirement schedules or legal requirements. Maintains a library or archives of materials for future use or reference by department personnel.

Participates in accounting for the money and assets of the department by preparing bills for mailing, expenditure estimates and purchase requisitions for approval of the Fire Chief. Processes invoices for check disbursement and verifies vendor payments. Receiving monies when necessary, issuing receipts for monies received. Handles requests for supplies, and purchases equipment and supplies as directed. Maintains a file of vendors and contractual agreements, and contacts vendors as needed. Takes inventory of supplies and equipment; orders and distributes such. Acquires estimates of repair costs for departmental equipment. Checks invoices and receipts against purchase orders after repairs are completed.

Operates a computer terminal using various applications to enter or remove information from files. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and periodically, operates communications equipment, such as radio and paging system.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than 18 years of age.

Must possess a valid driver's license.

Secretary to the Fire Chief NT
Original Adoption: 11-14-13
Revision Dates: 03-26-14, 05-05-17, 04-27-18, 06-07-23

# **POLICE SERVICE**

## **POLICE OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF WORK**

This is beginning level police work in the protection of life and property through the enforcement of laws and ordinances.

Work involves the responsibility for performing routine police assignments which are received from police officers of superior rank. Work normally consists of routine patrol, preliminary investigation, and traffic regulation and investigation duties in a designated area on an assigned shift which may be performed in cruiser cars, motorcycles, or on foot. Work may involve an element of personal danger and employees must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Assignments are general and special instructions are received from a superior officer who reviews work methods and results through reports, personal inspection, and discussion.

### **ILLUSTRATIVE EXAMPLES OF WORK**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Patrols a designated area of the city on foot, on a motorcycle, or in a radio cruiser to preserve law and order, to prevent and discover the commission of crime, and to enforce traffic and parking regulations.

Answers calls and complaints involving fire, automobile accidents, robberies, and other misdemeanors and felonies.

At scene of crime, administers first aid, conducts preliminary investigations, gathers evidence, obtains witnesses, and makes arrests; testifies as a witness in court.

Interviews persons with complaints and inquiries and attempts to make the proper disposition or direct them to proper authorities.

Checks parking meters for overtime parking violations and issues traffic tickets, directs traffic at intersections; participates in escorting funerals and house movers.

Conducts accident investigations providing first aid for injured, taking safeguards to prevent further accidents; interviews principals and witnesses, taking written statements from drivers, witnesses; examines vehicles and roadways observing traffic control devices and obstruction to view; takes necessary street measurements; clears the scene of obstructions and wreckage.

Escorts prisoners to and from court; insures that prisoners are properly guarded; supervises trustees washing cars and cleaning buildings.

Performs related work as required.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Must not be less than eighteen (18) years of age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Police Officer NT

Original Adoption: 02-15-62

Revision Dates: 12 08 72, 01 04 74, 08 08 75, 11-30-94, 11-02-00, 03-26-14, 05-05-17,  
04-27-18

# POLICE CORPORAL

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Police Corporals may work alone or in company with another officer. Work involves making regular patrols, directing traffic, and investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Employees of this class work independently in most areas involving routine tasks, with instructions for special tasks when assigned. Employees of this class report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Patrols an assigned area in a squad car or on foot to prevent crime and protect lives and property. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Frisks suspect by patting down outer surfaces of suspect's clothing, to locate weapons. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Obtains medical attention for arrested person who is ill or incapacitated, or for whom a health problem is indicated. Responds to crimes in progress. Issues explicit, direct, and forceful verbal challenge or command to suspect, to stop suspect or have him come out from concealment. Engages in armed encounters with suspects to neutralize the threat to officers or the public.

Makes traffic stops, investigates traffic accidents, and performs any other traffic control duties, such as pursuing vehicles committing traffic violations and issuing traffic summonses, stopping vehicles whose drivers are suspected of operating while under the influence of alcohol or drugs, interviewing drivers of vehicles involved in accidents and witnesses of accidents to obtain necessary information, and issuing tickets for parking violations.

Performs criminal investigations and interviews crime victims and witnesses. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Interrogates suspects and evaluates responses, to obtain facts about a crime. Accompanies victims of violent crime to a hospital for medical attention. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case.

Takes juveniles into custody who have committed a crime or delinquent act, using appropriate procedures for arresting and processing juveniles. Takes juveniles into custody who need care, such as runaways or children who have been abandoned or abused, to provide for their care and safety.

Controls large crowds at athletic events, parades or other large events. Controls unlawful or disorderly assemblies by evaluating the occurrence to determine the force that may be necessary to contain the incident. Responds to bomb threats by evaluating the seriousness of the threat and evacuating the premises if necessary.

Maintains records and reports by filling in forms and completing standardized reports following department procedures.

Maintains effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through consistent and effective day-to-day contacts with the public. Responds to questions and complaints from the public, exercising courtesy and tact.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Must be a regular and permanent employee in the class of Police Officer immediately preceding closing date for application to the board.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license

Police Corporal NT
Original Adoption: 06-03-80
Revision Dates: 11-30-94, 11-02-00, 05-05-17

# POLICE SERGEANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF WORK**

This is supervisory and specialized field and office police work.

Work involves responsibility for assisting in the supervision of police patrol and traffic regulatory activities or for the performance of special duties of comparable responsibility. Employees frequently participate in work performed by subordinate officers and assume complete charge in the event of the absence of a superior officer. Employees are given specific work instructions by superior officers on new assignments but work independently in performing regularly assigned duties. Work is reviewed by inspection and through oral and written reports to superiors.

## **ILLUSTRATIVE EXAMPLES OF WORK**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Inspects equipment and appearance of police officers at roll call; assigns officers posts; reads special orders and gives special instructions; patrols city and observes police officers at work; gives instructions, advice, and assistance as required.

Supervises officers; assigns duties for special traffic conditions patrols streets supervising enforcement of traffic; supervises and checks investigation of accidents; maintains records and prepares reports.

Assigns police officers to investigations; reviews reports of accidents; personally supervises the investigation of major accidents and assists in preparation of court cases; interrogates witnesses and principals involved in accidents.

Assumes duties of Police Lieutenant when the superior is not on duty.

Serves arrest warrants; makes arrests and returns prisoners to headquarters and insures that they are properly booked, photographed, and fingerprinted.

Performs related work as required.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Must be a regular and permanent employee in the class of Police Corporal immediately preceding closing date for application to the board.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Police Sergeant NT
Original Adoption: 02-15-62
Revision Dates: 08-08-75, 06-03-80, 11-30-94, 11-02-00, 05-05-17

# POLICE LIEUTENANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF WORK**

This is responsible supervisory police work in commanding the activities of uniformed police officers during an assigned shift.

Work involves responsibility for the supervision of police patrol activities on an assigned shift or for performing police work of comparable responsibility. Work requires the use of seasoned judgment and specialized knowledge and skills in interpreting rules and orders and in leading men, appraising the effectiveness of police techniques used, and interpreting departmental policies and regulations. Work is performed in accordance with established routine and departmental regulations.

Police Lieutenants report to and have work reviewed by a Police Captain. This class ranks directly below that of Police Captain.

## **ILLUSTRATIVE EXAMPLES OF WORK**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Supervises police officers on posts in cruisers; assigns and supervises men at large fires or major emergencies.

Receives complaints, accident reports, larceny reports and the like; dispatches officers; gives advice and instructions to officers and citizens.

Studies traffic control methods, problems, and devices and makes recommendations to commanding officer for improvements in traffic regulation and control activities.

Supervises enforcement of ordinances, receives and acts on complaints relating to traffic violations, supervises the investigation of traffic accidents and makes recommendations on the disposition of violations.

Prepares and supervises preparation of records and reports relating to activities and reviews reports prepared and submitted by subordinates.

Performs related work as required.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Sergeant immediately preceding closing date for application to the board.

Police Lieutenant NT

Original Adoption: 02-15-62

Revision Dates: 08-08-75, 06-03-80, 11-30-94, 11-02-00, 09-10-10

# POLICE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible supervisory and administrative law enforcement positions, the primary duty of which involves assisting in the daily management of activities and services of the department within a division. Employees of this class supervise law enforcement and police department personnel, the maintenance of department equipment and supplies, and the preparation and maintenance of records and reports. Police Captains perform public relations functions, as well as assist with the preparation of the budget for the department. The Police Captains

work with a high degree of independence, little supervision, and report to and have work reviewed by the Assistant Police Chief. This class ranks directly below the Assistant Police Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises the operation of an assigned function within a division of the department and participates in procedure development to accomplish the operative aims of such assigned division. Deploys available personnel to perform functions or services in the most efficient manner. Supervises inspections to evaluate the effectiveness of the various services and discusses necessary improvements or corrections to the proper personnel to take the appropriate action. Oversees law enforcement activities of the department, including patrol, crowd control, traffic control and accident investigation, special tactical operations, criminal investigation and handling of juveniles. Participates in the preparation of and serves in an Incident Command System as directed. Supervises dispatchers to select and contact available units, and to transmit information such as location and nature of problem to such units.

Conducts research to be used in making management decisions and for the planning of programs and activities. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed and recommends such changes to the appropriate authority. Reviews crime statistics and monitors local conditions of areas with anticipated need of special enforcement efforts. Keeps informed on modern law enforcement methods and administrative practices by participating in conferences, conventions, and other educational meetings, and studies relevant literature.

Supervises subordinate police department employees within a division by reviewing incoming communications and work to be done, setting work schedules, delegating assignments, monitoring work pace and progress of assignments, and altering work spaces as needed. Outlines responsibilities and duties and sets tasks priorities for subordinates. Provides for all needs necessary for accurate completion of duties. Assists with police personnel promotions, both temporary and permanent, by recommendations based upon current eligibility lists, in accordance to civil service law. Approves leave. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work

problems, handles employee complaints and grievances, and maintains discipline. Supervises formal meetings with groups of police department personnel and officers for the purpose of receiving reports, disseminating information, or discussing work problems. Assists in internal affairs review process to investigate any violations of the code of conduct for department members. Participates in a personnel recruitment and selection program as directed.

Participates in the operation of the general accounting system for the department to provide a record of any financial transactions of assigned accounts, such as money used for investigative purposes. Reviews and approves purchase requisitions, vouchers for payment, or related financial records. Authorizes expenditure of funds allocated for police department operation, making sure that such expenditures are in accordance with the budget. Assists supervisor with the preparation of the departmental operating budget by gathering information, reviewing and preparing sections for an assigned divisional budget, and preparing expenditure estimates.

Supervises the training needs, provisions and instruction for formal employee training or outside instruction as necessary. Consults with local smaller law enforcement agencies, providing needed assistance. Oversees lesson plans, training material and written examinations, including the administration of such.

Oversees the preparation and maintenance of departmental records and reports, such as log sheets of daily activities by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Develops new forms or revises old forms when necessary. Gathers, compiles and analyzes information necessary for writing narrative reports. Writes letters and memoranda to effectively communicate information or respond to written or oral requests. Uses the computer system to enter, update, and retrieve information needed to document law enforcement activity and to provide an accurate data base for use in solving crimes. Assists with the preparation of news releases or office departmental statements for publication as directed.

Participates in the general care, maintenance, and use of departmental equipment, vehicles, stations, and grounds. Supervises the inspection and maintenance of department equipment to insure proper operating condition. Investigates accidents involving department equipment and personnel, determines the cause, and makes recommendations on procedure to avoid future accidents. Inspects equipment or property after repairs to see that repairs were properly accomplished. Participates in the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Oversees inventory control by ordering supplies and equipment.

Promotes a positive public image of the work of the department through the development of a community relations program including, the interaction with community members. Writes and delivers speeches and demonstrations on all related law enforcement topics as part of the community relations program. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as an official department representative at meetings and to the news media as directed, releasing information and answering questions concerning the work of the department. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Conducts tours of the department facilities.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant immediately preceding closing date for application to the board.

Police Captain NT

Original Adoption: 09-10-10

Revision Dates:

# ASSISTANT POLICE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible supervisory and administrative positions, the primary duties of which are assisting the Police Chief in the organization and management of all operations and services of the department. An employee of this class may be required to perform the duties of the Police Chief in the Chief's absence. The Assistant Police Chief is responsible for assisting in personnel management, in financial management, in management of the records system, in overseeing care of equipment and property, and in public relations duties, in addition to overseeing the departmental training program and assisting in the management of all law enforcement functions of the department. Incumbents of this class perform duties with a high degree of independence, receiving special instructions from and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Police Chief in managing all operations and services of the police department. Performs the duties of the Police Chief in the Chief's absence. Recommends management policies, goals, and objectives for the department. Assists in determining how to organize departmental services, including how to deploy personnel. Evaluates departmental operations and takes appropriate action to improve problem areas.

Assists in investigating complaints against department personnel and makes recommendations on handling complaints. Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Assists the Police Chief in insuring that all department personnel policies conform to federal EEO standards.

Reviews incoming communications and makes decisions on how to handle matters. Reviews existing or proposed legislation, regulations, ordinances, and court rulings to determine if changes in department policy or procedures are required, or to develop position statements to be used by the department or the city administration.

Assists with the bookkeeping of all department accounts in order to maintain accurate fiscal records. Gathers information for and assists in the preparation of the departmental operating budget.

Authorizes the expenditure of funds allocated for police department operation, making sure that such expenditures do not exceed budgeted amounts.

Writes reports required to reflect the operation of the police department. Writes letters in answer to written or oral requests or as required to address needs of the police

department. Writes requests for grants or other special funds to aid in the operation of the police service.

Promotes a positive public image of the work of the department in the daily performance of duties. Makes speeches or conducts demonstrations on fire department topics at schools or at meetings of civic organizations. Answers inquiries about the operation of the police department or any related areas of law enforcement. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises subordinate department employees. Holds meeting to receive reports and disseminate information. Conducts roll call and inspects appearance of subordinates to insure compliance with departmental standards for safety and propriety. Assigns duty areas and work schedules and approves leave. Reviews reports written by subordinates and evaluates their work performance. Writes employee evaluation reports. Assist subordinates in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline.

Assists the Police Chief in developing a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for on- the-job training for department members.

Supervises the general care and use of departmental equipment, vehicles, and property. Checks all department equipment on a regular basis to ensure that this is in correct operating condition. Oversees repairs, including inspecting after repairs to see that these were properly accomplished.

Assists the Police Chief in managing all law enforcement operations of the department, including patrol and general law enforcement operations, traffic control and traffic accident investigation, criminal investigation, special tactical operations, and handling of juveniles.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Captain immediately preceding closing date for application to the board.

Assistant Police Chief NT

Original Adoption: 06-03-80

Revision Dates: 03-24-92, 11-30-94, 11-02-00, 09-10-10

# CHIEF OF POLICE

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highest-ranking position in the police department, the primary responsibility of which is acting as administrative head of the department. The Police Chief is responsible for the organization and management of department operations and for management of personnel. The employee of this class plans and directs operations to provide law enforcement services for the community and provides for all support functions for these operations, including overseeing financial management, providing for the production and maintenance of records, providing for departmental training, and performing public relations duties. The Police Chief works with a high degree of independence in the performance of duties, reporting to the Mayor and City Council who review and oversee the work of this class.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the police department, including all employees and services of the department. Sets management policies, goals, and objectives for the department. Determines how to organize assigned services of the department, including how to deploy department personnel. Conducts inspections of the various services of the department, evaluates the effectiveness of these services, and acts to improve problem areas. Studies crime statistics to identify areas in need of special law enforcement efforts.

Reviews incoming communications and makes decisions on how matters should be handled. Writes letters in answer to requests or as required to handle needs of the service. Reviews existing or proposed legislation, regulations, ordinances, and court rulings to determine if changes in department policy or procedures are needed or to formulate position statements for use by the department or by city officials. Works with boards or agencies whose operations affect the police department.

Investigates complaints against department personnel and formulates a reply to the complaint. Sees that all departmental personnel policies conform to federal EEO standards. Keeps promotional eligibility lists and recommends promotions in accordance with civil service law.

Manages the bookkeeping of all department accounts to insure accurate fiscal records. Prepares payroll records. Gathers information for and prepares a departmental operating budget, including preparing revenue and expenditure estimates. Authorizes the expenditure of funds allocated for police department operation. Purchases or recommends the purchase of equipment and supplies, keeping such purchases within the established budget.

Determines what information should be included in department records and in what form this information should be kept. Develops new forms or revises old forms to improve accuracy and efficiency of documentation. Provides for the maintenance of department records by periodically inspecting systems and facilities for keeping them. Supervises the preparation of records and reports, reviewing those completed by subordinates.

Promotes a positive public image of the department in the daily performance of duties. Serves as department representative at meetings of governmental or civic groups to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service. Makes speeches on law enforcement topics before school or civic groups. Answers questions for the public about the operation of the police department or any related areas of law enforcement. Coordinates special public service projects, including community relations programs, and works with other public service agencies on projects of mutual concern.

Supervises all subordinate employees of the police department. Holds meetings with subordinates for the purpose of receiving reports and disseminating information. Evaluates work performance of subordinates and writes employee evaluation reports. Assist subordinates in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline among all members of the police department.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for on-the-job training for all subordinates.

Manages the general care and use of all department equipment, vehicles, and property. Provides for repairs and inspects to see that these were properly accomplished.

Provides for and oversees all law enforcement activities of the department, including patrol and general law enforcement functions, traffic control and traffic accident investigation, criminal investigation, special tactical operations, and handling of juveniles.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

**MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

**EITHER**

Must have a bachelor's degree in criminal justice, police administration, business administration, public administration, or other related curriculum and at least eight (8) years of experience in full time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

**OR**

Must have an associate degree in criminal justice, police administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least ten (10) years of experience in full time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

**OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. **AND** must have at least twelve (12) years of experience in full time law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

Chief of Police NT

Original Adoption: 02-15-62

Revision Dates: 03-24-92, 08-06-14, 05-05-17, 04-27-18, 06-07-23

# COMMUNICATIONS OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications center. They answer telephones, dispatch units, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications Officers report to and have work reviewed by the Communications Supervisor.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers telephone and secures the most accurate information possible for any incident from the caller; takes complaints from other sources such as dispatched units or citizens coming into the station; determines the correct unit(s) to be dispatched and any other pertinent information by following departmental procedure; dispatches unit(s).

Keeps track of location and condition of each unit at all times; stays in touch with units; takes requests for assistance and complies with such; relays instructions from supervisors, messages, emergency information etc.

Calls state police or other law enforcement agencies by phone or radio to send or receive messages concerning auto licenses, driver's licenses, runaways, criminal records, etc.

Answers all emergency telephones and transfers callers to the correct office or department; takes telephone messages for police department personnel and delivers them.

Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and updating information.

Files report forms, cards, logs, tapes, or other items for future reference; fills out forms, reports, or official documents required by the department;

Notifies repair crew or supervisor of any malfunctioning equipment.

Trains new communications officers by giving demonstrations, assisting with work performance, or supervising work performed during training period.

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment.

Performs related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must not be less than 18 years of age.

Must possess a valid driver's license.

Communications Officer NT

Original Adoption: 01-15-76

Revision Dates: 12-27-82, 11-30-94, 11-02-00, 09-29-11, 03-26-14, 04-27-18, 04-22-21,  
10-26-22, 06-07-23

# COMMUNICATIONS SUPERVISOR

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible position in the communications division of the police department, the primary duties of which involve supervision of Communications Officers. The employee of this class monitors the work of subordinate employees and provides training as necessary. The Communications Supervisor provides for the general care, maintenance and use of departmental communications equipment and provides for the purchase and distribution of communication division supplies. The employee of this class receives general instructions and performs independently in most areas. The Communications Supervisor reports to any line officer as designated by the Chief of Police.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises Communications Officers in the performance of dispatching duties. Assigns work schedules and duty areas seeing that all shifts are properly manned. Provides technical assistance and back-up support to subordinates. Sees that all new employees receive necessary formal training. Provides on-the-job training in departmental dispatch procedures and the operation and use of communications equipment. Inspects the appearance of equipment and personnel and approves leave. Evaluates work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and discusses work performance. Resolves employee complaints and grievances. Ensures that discipline is maintained and recommends disciplinary action to superiors when necessary. Interviews prospective employees and makes recommendations for hiring.

Supervises operation of the communication system to ensure proper procedures are followed. Monitors shift change ensuring that on-coming shift is briefed and records from previous shift are checked. Sees that all information necessary to dispatch calls, such as officer's names and work locations, are available to communications personnel. Receives complaints over the telephone or from other sources, taking as much information as possible from caller such as name, address, nature of problem, and any other information required by departmental procedures. Enters all complaints and related information into computer by use of computer keyboard, using appropriate codes and signals. Ensures all calls received are recorded to have records of dispatching activity. Ensures dispatching activity complies with FCC regulations. Operates teletype and computer keyboard and uses designated teletype and computer codes to send or receive messages. Determines unit to be dispatched using indexes and physical files and dispatches unit following departmental procedures. Keeps track of the location, condition and status of units at all times using the computer-aided dispatching (CAD) display. Takes requests from units and provides for requested assistance following departmental procedures. Notifies specific units, officers, agencies or groups as designated by departmental procedures in special or emergency situations. Watches or listens to monitors registering burglar alarms and follows established procedures when such alarms are received. Tracks time and mileage on patrol units

transporting prisoners, suspects or private citizens. Monitors other radio frequencies, such as state police and fire department, to track activity in the area covered and take action when necessary. Answers questions and handles complaints from the public concerning the communications division.

Supervises the general care, maintenance, and use of departmental communications equipment. Provides for the repair of any malfunctioning communications equipment according to department procedures. Supervises testing of communication equipment, such as police radios, to ensure proper readiness for service. Orders, stores and disburses all supplies and equipment needed by the communications division.

Performs any related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Communications Officer for at least three (3) years immediately preceding closing date for application to the board.

Communications Supervisor NT
Original Adoption: 09-21-11
Revision Dates: 03-26-14, 04-27-18, 10-26-22

# SECRETARY TO THE POLICE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This is a technical, highly responsible clerical and stenographic classification involving accurate typing of correspondence, reports, and records and all other duties of a secretary including receptionist responsibilities. Incumbent acts as clerical and appointment administrative assistant to the police chief and for other ranking officers.

## **EXAMPLES OF WORK**

(Note: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Transcribes dictation and types from rough draft and other sources, letters, memoranda, forms, and other material.

Acts as clerical assistant to the chief of police, composes important correspondence, relieves the chief of minor clerical and administrative details, and relays orders and instructions to other clerical personnel at the chief's direction;

Answers telephone in chief's office, dispenses information to callers in accordance with policy, and appropriately refers callers on to the chief or to other officers of divisions;

Acts as office receptionist for chief and other ranking officers, routing visitors to the proper officer as indicated;

Prepares chief's report to the administrative authority concerning departmental activity and conditions in the city of interest to the department;

Prepares any correspondence, report, record, purchase order, or any routine detail of office operations as required;

Searches and assists in transportation of female prisoners.

Performs various related duties as assigned, required, or indicated.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Must not be less than eighteen (18) years of age.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Secretary to the Police Chief NT

Original Adoption: 01-15-76

Revision Dates: 11-30-94, 11-02-00, 03-26-14, 05-05-17, 04-27-18, 06-07-23

# DEPARTMENTAL RECORDS CLERK

(Competitive Class)

## **GENERAL STATEMENT OF DUTIES**

Employees of this class are responsible for the performance of routine clerical tasks such as maintaining records, typing, and answering telephones for the police department. Specific instructions are given for most tasks, but the employee has authority to work independently in some designated areas. The work is non-supervisory in nature and employees report directly to the assistant chief of police

## **EXAMPLES OF WORK**

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Maintains general office records and personnel records for the department; places records in files and retrieves such as needed.

Receives reports and types them according to established procedures; checks reports for accuracy, completeness, and conformity to established procedures; institutes procedures to correct any inaccurate or incomplete reports turned in by department members; revises department filing system when necessary.

Gathers data from file records and prepares reports for the chief, department officers, or related police agencies.

Adds new information to the files of persons with police records.

Answers telephone, routes calls, gives out routine information.

Performs related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Must not be less than eighteen (18) years of age.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education

(BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Departmental Records Clerk NT
Original Adoption: 06-30-80
Revision Dates: 11-30-94, 11-02-00, 03-26-14, 05-05-17, 04-27-18, 06-07-23

# SUPERVISOR OF DEPARTMENTAL RECORDS

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory position in the clerical division of the department, the primary duty of which is managing the operation of the clerical division. The employee of this class is responsible for overseeing and evaluating the work of subordinate employees, maintaining records-keeping systems and facilities, and accounting for the money and assets of the division. The Supervisor of Departmental Records also performs clerical duties, including receiving, processing, or completing records and reports; writing letters and reports; and acting as receptionist to department visitors. The Supervisor of Departmental Records works independently in most areas, with special tasks assigned with only general instructions. The employee of this class reports to and has work reviewed by the Assistant Police Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the clerical division of the department. Recommends management policies, goals, and objectives for the division, and develops new procedures for office functions when necessary. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Maintains a library or archives of materials for future use or reference by department personnel, including keeping records on the location of materials removed from files and tracing missing files. Periodically inspects systems and facilities for maintaining records and reports to see that these are adequate. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements.

Delegates authority to subordinates for the more effective operation of the division. Holds meetings with subordinate personnel for the purpose of receiving reports or disseminating information. Assigns work or duty areas and work schedules, and approving leave. Evaluates work performance of subordinates, reviews reports written by subordinates, and discusses performance with subordinates and superiors. Provides on-the-job training and assistance in technical areas of work. Counsels employees experiencing work problems and resolves employee complaints and grievances. Assists appointing authority in maintaining discipline among employees of the division.

Receives, reviews, and processes department records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Completes and types all forms, or records required or assigned. Replies to routine correspondence or requests following departmental procedures or from oral or written directions. Composes business letters and writes reports needed for the operation of the assigned division. Takes minutes or notes at meetings. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports or returns them for correction.

Sets up a filing system and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, geographically, by subject matter, or by code. Operates a computer terminal, facsimile machine, copying machine, calculator or mathematical computer software, and a word processor when required.

Accounts for the money and assets of the assigned division. Compiles information to be used in developing the departmental budget. Prepares payroll records and deals with employee complaints about payroll matters. Collects fines and bond money and issues receipts.

Maintains the inventory of supplies and equipment for the assigned division. Makes recommendations on major purchases and orders and distributes supplies and equipment as required. Locates repair services, arranges for repairs of assigned equipment, and inspects equipment or property after repairs to see that repairs were properly accomplished.

Acts as receptionist to department visitors and answers telephone and places calls. Answers questions and handles routine requests from the public. Schedules appointments and notifies appropriate individual of appointments, meetings, or other events.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met before the deadline for application for admission to exam.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Department Records Clerk for at least three (3) years immediately preceding closing date for application to the board.

Must possess a valid driver's license.

Supervisor of Departmental Records NT Original Adoption: 11-21-02 Revision Dates: 05-05-17, 06-07-23
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